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*OFFICIAL BID PACKAGE*

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**RMV Hot Patcher/Hot Box  
4-Ton Diesel Fired Auger Feed Trailer**

Bid Opening: October 17, 2013

The City of Canton Street Department

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Name of Bidder: \_\_\_\_\_

**RMV Hot Patcher/Hot Box  
City of Canton Street Department**

# LEGAL NOTICE

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## **Ordinance 108-2013**

The Director of Public Service of the City of Canton, Ohio will accept sealed bids until 2:00 PM, local time on **Thursday, October 17, 2013**, for the purpose of securing bids for an:

**RMV Hot Patcher/Hot Box  
4-Ton Diesel Fired Auger Feed Trailer**

Submit bid according to the specifications and bid sheet(s) shown on the City's Purchasing website at <http://cantonohio.gov/purchasing/?pg=bids>.

Submit all bids to the City of Canton Purchasing Department, 218 Cleveland Avenue SW, Purchasing Department/ Sixth Floor, Canton, Ohio 44702 before 2:00 p.m. on the day of the bid opening. The City will disqualify any bid not received on or before 2:00 PM on **Thursday, October 17, 2013**.

The Sixth Floor Conference Room of Canton City Hall is the location for the Bid Opening. Contact Randy Dublikar at (330) 438-4185 or [randall.dublikar@cantonohio.gov](mailto:randall.dublikar@cantonohio.gov) if you have any questions.

Each bid must contain the full name of every person or company participating in the bid. A **certified check, cashier's check or surety bond** must accompany the bid. Draw this check or bond from a solvent bank or bonding company satisfactory to the Director of Public Service as a guarantee the contract and its performance are properly secured if the bid is accepted.

The Bidder shall verify the **certified check, cashier's check or bid bond for five hundred (\$500.00) dollars**. The City of Canton will **only accept original checks and bid bonds**.

Therefore, if any company and/or bidder submits a copy (including faxed copies) of his/her \$500.00 security, the City will disqualify the bid.

The Director of Public Service reserves the right to waive any technical defects in any bid bond submitted so long as the bond is in substantial compliance with State Law. Any bidder may withdraw his bid, by written request, at any time prior to the hour set for the bid opening. Please be advised, the City of Canton may impose a \$500.00 penalty to any bidder that withdraws his bid after the bid opening and prior to a contract award(s).

Should any bid not be awarded or be rejected, such check or bond will be returned to the bidder or bidders after the execution of the contract.

The Board of Control reserves the right to reject any or all bids and to accept the bid(s) deemed most beneficial to the City of Canton. All companies must submit their Federal ID Number. The bidder is responsible to monitor the city website for any last minute changes.

**By order of the Director of Public Service: William Bartos**  
**Published in the Canton Repository: October 2 and 9, 2013**

RMV Hot Patcher/Hot Box  
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**ATTENTION**

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Please be advised that this contract will be an immediate one (1) time purchase.

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Each bidder must submit an “affirmative action plan” and/or “EEO policy.” Bidder must read all EEO and MBE requirements. Please submit a request for waiver on company letterhead if you do not have the opportunity to subcontract any work. Enclose the company EEO policy. If the company does not have a formal EEO policy, please complete the EEO policy statement included in this bid package.

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The undersigned agrees to furnish **one (1) RMV Hot Patcher 4-Ton Diesel Fired Auger Feed Trailer** to the City of Canton Street Department per the attached specifications. Prices shall be that as quoted in the bid and in accordance with the terms and conditions of the contract.

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Each bidder must submit their federal ID number for IRS purposes.

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The bidder must print this entire package and submit in its entirety. The City requires that the bidder submits **an original completed bid packet and two (2) copies of that completed packet for a total of three (3) bid packet copies.**

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**Please acknowledge that you have read the above requirements by signing below.**

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DATE

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SIGNATURE

**RMV Hot Patcher/Hot Box  
City of Canton Street Department**

**SPECIFICATIONS**

**1.0 SCOPE AND CLASSIFICATION**

- 1.1 **Scope:** The City of Canton Street Department is seeking bids for an immediate one time purchase of an RMV Hot Patcher/Hot Box 4-ton Diesel Fired Auger Feed Trailer.
- 1.2 **Classification:** The successful bidder will deliver F.O.B. to the City of Canton, Ohio Street Department an RMV Hot Patcher/Hot Box 4-ton Diesel Fired Auger Feed Trailer per the specifications listed below.

**2.0 APPLICABLE PUBLICATIONS & STANDARDS**

- 2.1 NA

**3.0 REQUIREMENTS**

3.1 General Requirements

- 3.1.1 Price: All bidders are requested to bid fixed, firm pricing in the spaces provided on page 12.
- 3.1.2 Quality
  - 3.2.2.1 All bids should meet the minimum specifications listed below. The City does however reserve the right to consider bids that take exception to one or more of said specifications. If an item is bid that does not meet one of the specifications, it must be explicitly stated as such on the exception page (page 13).
  - 3.2.2.2 All equipment furnished under this contract shall be new, unused, and the same as the manufacturer's current production model.
  - 3.2.2.3 Accessories not specifically mentioned herein, but necessary to furnish complete unit ready for use, shall also be included. Unit shall conform to the best practice known to the trade in design, quality of material and workmanship.

3.2 Hot Patcher/Hot Box Specifications

3.2.1 Capacity

- 3.2.1.1 The hopper shall hold a minimum of 4-ton of hot or cold mix at the required temperature.

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- 3.2.2 Trailer
  - 3.2.2.1 Shall have a tubing frame of minimum 2" x 6" x 1/4."
  - 3.2.2.2 Tandem axles 8,000 lbs. each for a GVWR of 16,000 lbs.
  - 3.2.2.3 Tires shall be 235/85/16R.
  - 3.2.2.4 The hitch shall be an adjustable 14 holes from 18 inches to 32 inches in height with an adjustable 24 inch long tongue with an adjustable 3 inch pintle eye.
  - 3.2.2.5 A 3 cylinder diesel engine shall be located behind the hitch adjuster with a 12 vdc 540CCA battery.
- 3.2.3 Body Construction
  - 3.2.3.1 Hopper shall have 45 degree slope on sidewalls.
  - 3.2.3.2 Hopper shall have a 90 degree angle design on end walls.
  - 3.2.3.3 Body shall have 7 gauge double wall steel construction with oil jacket on sides, front and rear walls
  - 3.2.3.4 Body shall have 7 gauge inner walls.
  - 3.2.3.5 Body shall have 12 gauge outer walls.
  - 3.2.3.6 Body shall have 2" high temperature insulation surrounding hopper.
  - 3.2.3.7 The inner body shall have an auger that runs the full length of the hopper bottom 3" inch wide AR 400 floor.
  - 3.2.3.8 The auger shall be a 6 x 6 AR 400 flights and dispense at the rear of the trailer into a removable and adjustable swing chute.
  - 3.2.3.9 An agitator with turning spikes shall be located above the auger.
  - 3.2.3.10 Hot patcher shall have a 20 gallon diesel fuel tank with sight fuel gauge.
- 3.2.4 Heating System
  - 3.2.4.1 The insulated hopper shall be heated by a triple diesel fired burner system that is capable of 450,000 BTU.

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- 3.2.4.2 The ducted heat system shall move heat from front to back in a dry radiant controlled flow pattern producing an even flow pattern around the hopper and through the center of the hopper.
- 3.2.4.3 The hopper venting system shall consist of a triple adjustable settings system to expel or retain heat.
- 3.2.4.4 The ignition system shall be a 12 volt DC self contained operation with a safety feature and photo eye for sensing, ignition and gas flow for resetting the ignition.
- 3.2.4.5 The fuel shall be delivered by a 12 volt pump and solenoid to the ignition system.
- 3.2.4.6 There shall be a minimum of 3K 120V electric overnight with overnight plug in. It will operate only if the diesel burners are in the off position.
- 3.2.5 Electronic Controls
  - 3.2.5.1 All electronic controls shall be rear mounted at curbside for operator safety and ease of operation and monitoring. The programmable controller shall be solid state and 16th din microprocessor. It allows the temperature to be set from 0 to 350 degrees and controls the heat setting only to the asphalt aggregate hopper.
  - 3.2.5.2 The control box will display a visual maintenance indicator and a clock displaying the hour and day for advance setting of burners.
- 3.2.6 Auger
  - 3.2.6.1 Must be a 6" flighted screw auger 10' in length with hard surfaced flights welded continuously on a solid drive line and ball bearing mounted on both ends with the bearings located outside of the hopper for easy maintenance and greasing without the aid of a feeder line.
  - 3.2.6.2 The auger must be hydraulically driven and must be fully reversible to move asphalt from front to back of hopper for a complete mixing of asphalt.
  - 3.2.6.3 There shall be rear station operation with a triple spool manual valve controls all functions from the rear for operator safety and ease of monitoring.
  - 3.2.6.4 There shall be dual auger attachment to deliver hot asphalt to a side delivery feeder for external feeding to a self propelled asphalt line machine capable of laying 1 cubic yard of material.

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3.2.7 Top Doors

3.2.7.1 Top doors must be bi-fold with bearing mounted ends.

3.2.7.2 Top doors must have station operation with hydraulic cylinders on each door with extension beyond.

3.2.7.3 The auger must automatically stop when top doors are opened.

3.2.7.4 There shall be 2" insulation to provide heat retention for 6 ton of 300 degree asphalt in sub zero weather.

3.2.8 Chute

3.2.8.1 Chute shall have 180 pivot for left, right, up and down to dispense asphalt into hole or line machine.

3.2.8.2 Shall be a swing chute with side locking bracket.

3.2.8.3 Chute shall have duty swivel action with grease zerts removable with single pin.

3.2.8.4 Guarded auger shall dispense into chute with tray with 3" – 5" sides.

3.2.9 Hydraulic System

3.2.9.1 The hydraulic system shall deliver to the motor for the auger and top doors.

3.2.9.2 The hydraulic system shall be controlled by a rear-mounted spool valve with an external safety design that will stop automatically when the top doors open if engaged.

3.2.9.3 The hydraulic system shall be supplied by a minimum 30 gallon on board hydraulic oil reservoir with 10 micron filter and suction return filter.

3.2.10 Hoses

3.2.10.1 Hoses for the top doors shall have a burst rate of 3,000 psi.

3.2.10.2 All other hoses shall be hard lined with hydraulic tubing minimum of 5/8" and 3/4" lines.

3.2.11 Hopper

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- 3.2.11.1 The hopper shall be constructed of 7 gauge inner panels; front, rear and two sides with an 11/16 AR flooring abrasive auger path.
- 3.2.11.2 The inner hopper shall be able to keep hot mix at 300 degrees F from top to bottom evenly.
- 3.2.11.3 The insulation shell shall be 2" of high temperature insulation surrounding the entire hopper.
- 3.2.11.4 The top doors shall be metal covered bi-fold and insulated with a rain guard and shall have a brake for operator safety.
- 3.2.11.5 The design of the hopper and flow of asphalt to the hopper shall not require a 2nd agitator to move asphalt to the main auger.
- 3.2.12 Tack Tank
  - 3.2.12.1 Shall be a separate 20 gallon tack oil tank with independent temperature controlled heating system with a quad wall construction.
  - 3.2.12.2 Shall have 2" high temperature insulation surrounding entire tank on top, bottom, and four sides.
  - 3.2.12.3 Shall have 8" x 2" high temperature insulation surrounding hopper fill station.
  - 3.2.12.4 Shall have a 3" dial thermometer with digital thermostat and automatic temp control providing even heat in tank.
- 3.2.13 Spray System
  - 3.2.13.1 The material pump shall operate by a hydraulic motor and have a forward and reverse for re-circulating material into tank and flushing material out of the lines and pump.
  - 3.2.13.2 The wand shall have a dead man control hand sprayer trigger with a 3/8" wand and spray nozzle for complete atomizing.
  - 3.2.13.3 There shall be 20' of hose on a hose reel for retracting the hose after spraying.
- 3.2.14 Solvent Release Tank Sprayer
  - 3.2.14.1 Shall be a 20 gallon tank with switch and hand sprayer with a 20' hose on retractable hose reel for ease of spraying tools and cleaning tack tank lines.



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3.2.15           Paint

3.2.15.1               Shall have sandblast and ground edges.

3.2.15.2               Shall have epoxy primer.

3.2.15.3               Shall have 2 coats of non-lead paint for 6 mil thickness.

3.2.15.4               Shall be orange.

3.3       The successful bidder shall provide a complete parts, maintenance, and operator's manual.

3.4       The following options can be bid separately and in addition to the base unit described above. This is indicated on the proposal page (page 12).

3.4.1           Vibratory roller with 3 HP engine, water tank and adjustable handle with locking basket holder.

3.4.2           Arrow stick LED.

3.4.3           Strobe Lights – One on each side on top doors.

3.4.4           Five (5) piece tool holder mounted on trailer frame.

3.4.5           Seventy (70) cfm rotary screw air compressor mounted between hopper and engine.

#### **4.0 SAMPLING, INSPECTION, AND TEST PROCEDURES**

4.1       Upon delivery, the hot patcher shall undergo a thorough physical inspection by the City. If the unit is damaged, defective, or substandard it shall be removed by the supplier and replaced at no cost to the City of Canton. In addition, if the hot patcher does not conform to these specifications, it will be the responsibility of the vendor to comply with the requirements. Any extra accessories delivered on the vehicle that were not part of this bid will not be paid for.

#### **5.0 PREPARATION FOR DELIVERY**

5.1       Delivery shall be to the City of Canton Street Department.

City Service Center  
Building C

**RMV Hot Patcher/Hot Box  
City of Canton Street Department**

2436 30th Street NE  
Canton, OH 44705

5.2 Invoice shall show the City's purchase order number, the item number, the quantity, a brief description of the item, the unit price and the total amount.

5.2.1 Invoice address: All invoices shall be submitted to the address on the Purchase Order.

**6.0 NOTES**

6.1 Warranty: The bid unit shall include a one-year complete warranty as standard. The warranty will cover parts and labor not including normal wear items. If there is an extended warranty available, the bidder shall state this on the proposal page as instructed.

6.2 Award Process: Contracts will be awarded in accordance to Section 105.09 of the City of Canton Codified Ordinances using the standard of lowest and best bidder.

6.3 Prospective bidders will take notice that the City of Canton, in determining the lowest and best bidder in the award of this contract, may award a local bidder preference to any qualified bidder pursuant to Section 105.12 of the Codified Ordinances of the City of Canton. The determination of whether a bidder qualifies for the local preference shall be made by Board of Control. The Board's decision shall be final. A copy of City Code Section 105.12 is attached.

6.4 Proposal Page Instructions (Failure to follow the proposal page instructions may result in your bid being disqualified.)

6.4.1 Bidders are required to fill out Page 12 completely. Price shall include all of the requirements listed in the specifications. If a bidder chooses not to bid on an optional item, please indicate this in the spaces provided.

6.4.2 If an item is bid that does not meet one of the specifications, it must be explicitly stated as such on the exception page (page 13).

6.4.2 Please attach all warranty information to your bid.

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**BIDDER'S CHECKLIST**

A complete bid packet will consist of the items listed below.

Complete this checklist to confirm the items required in your bid. Place a checkmark or "X" next to each item that you are submitting to the City of Canton. Failure to submit the listed documents may be cause for rejection of your bid. This checklist should be returned with your proposal.

- \_\_\_\_\_ Cover sheet (Page 1)
- \_\_\_\_\_ Legal Notice/Information (Pages 2-3)
- \_\_\_\_\_ Specifications (Pages 4-10)
- \_\_\_\_\_ Bidder's Checklist (Page 11)
- \_\_\_\_\_ Proposal Page (Page 12)
- \_\_\_\_\_ Exception Page (Page 13)
- \_\_\_\_\_ Bid Check (Certified or Cashiers) or Bid Bond (Page 14)
- \_\_\_\_\_ Bidder Information/Signature Pages (Pages 15-17)
- \_\_\_\_\_ Insurance Requirements (if applicable) (Pages 18-19)
- \_\_\_\_\_ Additional Information and Considerations for Bidders (Page 18)
- \_\_\_\_\_ City of Canton Codified Ordinances (Pages 21-22)
- \_\_\_\_\_ EEO Forms (Pages 23-27)
- \_\_\_\_\_ Please attach all warranty information

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**PROPOSAL PAGE**

We (I), the below signed hereby propose to furnish the following article(s) and/or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments hereto. We (I) have read all attachments including the specifications and fully understand what is required.

**Required Items**

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price (In Figures)</b>	<b>Unit Price (In Words)</b>
1	<b>Hot patcher/hot box</b> (in accordance with specs listed in Section 3)	1		

**Optional Items**

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price (In Figures)</b>	<b>Unit Price (In Words)</b>
1	Vibratory roller with 3 HP engine, water tank and adjustable handle with locking basket holder	1		
2	Arrow Stick LED	1		
3	Strobe Lights – One on each side on top doors	1		
4	Five (5) piece tool holder mounted on trailer frame	1		
5	Seventy (70) cfm rotary screw air compressor mounted between hopper and engine.	1		
6	Extended Warranty	1		

**\*\*\*Please attach all warranty information to your bid\*\*\***



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**INSERT BID GUARANTY HERE**

If a Bid Bond is supplied, the Ohio Statutory Bid Guaranty and Contract Bond, as set forth in ORC 153.571 is to be used.

## BIDDER INFORMATION

1. The Bidder shall provide the following information as part of its bid.

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**Bidder Information Page 2 of 3**

2. Form of Business Organization.

\_\_\_\_\_ Corporation

\_\_\_\_\_ Partnership

\_\_\_\_\_ Other

3. The bidder shall provide the names and addresses of all persons interested as principals (officers, partners, and associates) in this proposal. Write first name in full, and give titles for offices.

_____	_____
_____	_____
_____	_____
_____	_____

All of the above, including the signatory to this bid, are citizens of the United States, except the following. (Provide names and addresses of those not a citizen of the United States.)

_____	_____
_____	_____
_____	_____
_____	_____

4. Name and address of other person, firms or companies interested in this contract.

_____	_____
_____	_____
_____	_____
_____	_____



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**Bidder Information Page 3 of 3**

The undersigned certifies that the bidder has the facilities, ability and financial resources available for the fulfillment of the contract if such be awarded to said bidder.

Upon request, the bidder will be expected to amplify the foregoing statements as necessary to satisfy the OWNER concerning his ability to successfully perform the work in a satisfactory manner.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Contractor

By \_\_\_\_\_  
(Signature of individual, partner or officer signing the proposal.)

**Please have this page notarized**

**RMV Hot Patcher/Hot Box  
City of Canton Street Department**

**INSURANCE**

The following standard indemnity agreement and minimum insurance requirements are incorporated in the Specifications for all work performed by the Contractor for the Owner, its affiliated and associated organizations or subsidiaries, hereinafter referred to as Owner.

- I. The Contractor agrees to indemnify and save the Owner harmless from and against any and all costs, loss and expense, liability damages, or claims for damages, including cost for defending any action, on account of any injury to persons (including death) or damage to or destruction of property of the Owner, arising or resulting from the work provided for or performed, or from any act, omission, or negligence of the Contractor, Subcontractor and his or their agents or employees. The foregoing provisions shall in no way be deemed released, waived or modified in any respect by reason of any insurance or surety provided by the Contractor.
- II. The Contractor shall maintain liability insurance and furnish the Safety Director with Certificates of Insurance as evidence thereof in the prescribed form. If any work provided for or to be performed under any Specifications is sublet (as otherwise permitted by the terms of such Specifications), the Contractor shall require the sub-contractors to maintain and furnish him with satisfactory evidence of Workmen's Compensation, Employer's Liability and such other forms and amounts of insurance which Contractor deems reasonably adequate.
- III. In accordance with Item II, the Contractor shall maintain the following insurance:
  1. Workmen's Compensation and Employer's Liability Insurance affording,
    - a. Protection under the Workmen's Compensation Law in the State of Ohio.
    - b. Employer's Liability protection subject to a minimum limit of \$100,000.00.
  2. General Liability Insurance in amounts not less than:

a. General Aggregate Limit	\$2,000,000.00
b. Personal and Advertising Injury Limit	\$1,000,000.00
c. Each Occurrence Limit	\$1,000,000.00
d. Fire Damage	\$ 50,000.00
e. Medical Expense Limit	\$ 5,000.00

This insurance shall:

- a. include coverage for the liability assumed by Contractor under Item I (Indemnity);
- b. and the Certificates of Insurance furnished by the Contractor shall show by specific reference that each of the foregoing items have been provided for.

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3. Comprehensive Automobile Liability Insurance in the following minimum amounts:
  - a. Bodily Injury and Property Damage  
any one accident or loss: \$1,000,000.00

**Please Note:**

The policy required under this section shall name the City of Canton “**as an additionally named insured**” and shall **contain an endorsement by the insurance carrier providing ten (10) days notice to both the City and insured in the event of any change in coverage under the policy.** No less than ten (10) days advance notice of cancellation of the insurance policy shall be given to the City by the insurer. A copy of the foregoing policy shall be filed with the Director of Public Safety.

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**ADDITIONAL INFORMATION AND CONSIDERATIONS**

1. Pleased be advised that when you submit a bid(s) to the City of Canton, the City will assume that an authorized representative of your company reviewed said bid(s) to assure that the bid(s) is/are correct and/or accurate.
2. Any bidder may withdraw a bid, by written request, at any time prior to the time set for the bid opening.
3. If there is no withdrawal of the bid(s), in accordance to the above procedure, the City reserves the right to enforce said bid prices(s) and/or contract.
4. **Alternate or Optional Bids:** If you submit an alternate or optional bid that meets or exceeds the specifications, said bid may be considered in the evaluation and/or award. However, the Board of Control reserves the right to award the bid which is in the best interest of the City.
5. **Articles of Incorporation:** Please provide a copy of the company's articles of incorporation. The City of Canton may request this information if it is not provided.
6. **Canton Income Tax:** Each bidder, by the act of submitting a bid, agrees to withhold all City income taxes due or payable under Chapter 181 of the Codified Ordinances of the City of Canton for wages, salaries, fees and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold any such City Income Taxes due for service performed under this contract.

Furthermore, any person, firm, or agency that has a contract, or agreement with the City shall be subject to the City Income Tax whether the work being done is in the City or out of the City. In addition to the tax withheld for employees, the net profit on the contract shall be subject to City Income Tax.

Questions regarding this matter shall be directed to the City of Canton, Income Tax Department at 330-430-7900.

**CITY OF CANTON CODIFIED ORDINANCES**

Bidders shall take notice that they are to comply with the Codified Ordinances of the City of Canton, including but not limited, to the following:

1. **Section 105.06 – Minority Contract Provision.**

(a) All contracts with the City shall include the following clause:

The bidder agrees to expend at least \$\_\_\_\_\_ of the Contract in the event the contract is awarded to such bidder for minority/women's business enterprises. For purposes of this pledge, the term "minority/women's business enterprise" means a bona fide business established as a sole proprietorship, partnership or corporation owned, operated and controlled by one or more minority persons or women who have at least fifty-one percent (51%) ownership. "Minority" includes African Americans, Asian/Pacific Islanders, Hispanic/Latino Americans and Native American Indians. The minority or woman must have operational and managerial control, interest in capital, and earnings commensurate with the percentage of ownership. Minority/women's business enterprises may be employed as construction contractors, subcontractors, vendors or suppliers.

(Ord.185-2011. Passed 10-31-11.)

2. **Section 105.12 – Local Bidder Preference.**

(a) The Board of Control, in determining the lowest and best bidder in the award of contracts, is authorized to award contracts to local bidders as hereinafter defined, whose bid is not more than ten percent (10%) higher, subject to a maximum amount of one hundred thousand dollars (\$100,000.00), than the lowest dollar bid submitted by non-local bidders, provided that the project bid does not exceed ten percent (10%) of the engineer's estimate. The Board of Control's decision in making such an award shall be final.

(Ord. 86-2009. Passed 5-18-09.)

(b) For purposes of this section, "local bidder" means an individual or business entity which at the time of the award of the contract:

- (1) Is a resident of the City and/or has its principal place of business in the City; and
- (2) Which has filed a City of Canton "Resident" Income Tax Return for the past two tax years.

(c) All contract specifications and/or bid documents that are distributed by Canton for the purpose of soliciting bids for goods and/or services shall contain the following notice:

Prospective bidders will take notice that the City of Canton, in determining the lowest and best bidder in the award of this contract, may award a local bidder preference to any qualified bidder pursuant to Section 105.12 of the Codified Ordinances of the City of Canton. The determination of whether a bidder qualifies for the local preference shall be made by Board of Control. The Board's decision shall be final. A copy of City Code Section 105.12 is attached.

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(Ord.112-97. Passed 6-2-97.)

- (d) This section shall be applicable to all contracts for the purchase of material, equipment, supplies or services, which are purchased, leased or constructed at a cost in excess of twenty thousand dollars (\$20,000) and which require bidding pursuant to Ohio R.C. 735.05 through 735.09 and Ohio R.C. 737.03.

(Ord. 112-97. Passed 6-2-97; Ord. 52-99. Passed 3-29-99; Ord. 240-2005. Passed 11-21-05.)

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PLEASE FILL OUT THIS FORM AND RETURN PROMPTLY TO THE ADDRESS BELOW

**BIDDER AND CONTRACTOR EMPLOYMENT PRACTICES REPORT**

Minority Coordinator  
218 Cleveland Avenue SW  
Canton, Ohio 44702

**I. I N S T R U C T I O N S**

- A. **EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENT:** This form is designed to provide an evaluation of your policies and practices relating to the extension of equal employment opportunity to all persons without regard to race, religion, color, sex or national origin.

Ordinance No. 179-74 of the City of Canton and the rules and regulations pursuant thereto provide for a contract compliance inspection of personnel policies and practices related to any contract with the City including contracts for work, labor, services, supplies, equipment, materials, leases, concession agreements, and permits.

- B. **CONTRACTOR AND BIDDER PERFORMANCE:** Completion of this Contractor and Bidder Employment Practices Report is one of the steps which demonstrates compliance with the City's Equal Employment Opportunity Program. Responsibility for demonstrating compliance with the Program by the contractor and his subcontractors rests with the contractor or subcontractor. Such demonstration is a prerequisite for continued eligibility for bidding on city contracts, or for continuing in contract with the City.

**II. C O N T R A C T O R   A N D   B I D D E R   I N F O R M A T I O N**

<b>1. REPORTING STATUS</b>			
<input type="checkbox"/> a. Prime Contractor	<input type="checkbox"/> b. Prime Subcontractor	<input type="checkbox"/> c. Supplier	<input type="checkbox"/> d. Other (Specify)
<b>2. NAME, ADDRESS AND TELEPHONE NUMBER OF BIDDER COVERED BY THIS REPORT</b>			
<b>3. NAME, ADDRESS AND TELEPHONE NUMBER OF PRINCIPAL OFFICIAL OR MANAGER OF BIDDER</b>			
<b>4. NAME, ADDRESS AND TELEPHONE NUMBER OF PRINCIPAL OFFICE OF BIDDER</b>			
<b>5. CONTRACTING CITY AGENCY (OR AGENCIES)</b>			
<b>6. SIGNATURE AND TITLE OF AUTHORIZED EQUAL EMPLOYMENT OPPORTUNITY REPRESENTATIVE   DATE</b>			

EVALUATION (level blank)

☐ Compliance

☐ Non-Compliance

☐ Follow-up \_\_\_\_\_

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III. POLICIES AND PRACTICES

The bidder and the Contractor will indicate his willingness or unwillingness to comply with the requirements of the Equal Employment Opportunity Program of the City of Canton by encircling the appropriate or applicable letter to the left of each item below. The letters are to be interpreted as follows:

- A - This is now a practice of the Company.
- B - The Company will adopt this policy.
- C - The Company cannot or will not adopt this policy. (If "C" is circled, state reason. Use separate sheet if additional space is needed.)

It is understood that the Company's willingness to participate in the Equal Employment Opportunity Program will be evaluated by the Office of Directors of Contract Compliance. This evaluation will directly influence our decision on the qualifications of each bidder and contractor, and is an integral part of your bid.

CIRCLE ONE	ITEMS	STATE REASON IF (C) IS CIRCLED
A B C	1. The Company will adopt a policy of non-discrimination on the basis of race, religion, color, sex, or national origin with regard to recruitment, hiring, training, upgrading, promotion and discipline of employees or applicants for employment.	
A B C	2. The Company will develop procedures which will assure that this policy is understood and carried out by managerial, administrative, supervisory personnel.	
A B C	3. The Company will state its non-discriminatory policy in writing and communicate it to the following: a. All employees                      d. All relevant employee organizations including labor unions b. All recruitment sources c. All subcontractors	
A B C	4. The Company will use recruitment sources such as employment agencies, unions, and schools which have a policy of referring applicants on a non-discriminatory basis.	
A B C	5. The Company will participate in training programs for the benefit of employees or prospective employees, according to the intent of City Ordinance Number 179-74.	
A B C	6. Company recruiters will seek a broad recruitment base in order that a representative cross-section of applications might be obtained, and will refrain from a hiring policy which limits job applicants to persons recommended by company personnel.	
A B C	7. The Company will take steps to integrate any position, departments, or plant locations which have no minority persons including African Americans or are almost completely staffed with one particular ethnic or racial group.	
A B C	8. The Company will review its qualifications for each job to determine whether such standards eliminate unemployed persons who could, if hired, perform the duties of the job adequately. The following qualifications should be reviewed: a. education                      c. tests b. experience                      d. arrest records	
A B C	9. Residence in a particular geographical area will not be a qualifying or disqualifying criterion for employment with the Company.	
A B C	10. The Company will provide that all bargaining agreements with employee organizations, including labor unions, have non-discrimination clauses requiring equal employment opportunity.	



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**IV. EMPLOYMENT DATA**

Please note that this data may be obtained by visual survey or post-employment records. Neither visual surveys nor post-employment records are prohibited by any Federal, State or local law. All specified data are required to be filled in by law.

JOB CATEGORIES	ALL EMPLOYEES			MINORITY GROUP EMPLOYEES							
	TOTAL MALE & FEMALE	MALE	FEMALE	MALE				FEMALE			
				African American	Asian American	Native American	Hispanic	African American	Asian American	Native American	Hispanic
Officials, Mgrs and Supervisors											
Professionals											
Technicians											
Part-Time Seasonal											
Office and Clerical											
Craftsmen (Skilled)											
Operatives (Semi-skilled)											
Laborers (Unskilled)											
Service Workers											
<b>TOTAL</b>											
Total employment from previous report (if any)											

**REMARKS** Use this space to give any identification data appearing on last report which differs from that given above, explain major changes in employment, changes in composition of reporting units, and other pertinent information.

The undersigned certifies that he is legally authorized by the bidder to make the statements and representations contained in this report. That he has read all of the foregoing statements and representations and that they are true and correct to the best of his knowledge and belief. The undersigned, understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated intentions or objectives, set forth herein, without prior notice to the Office of Contract Compliance, the bidder will be subject to the loss of all future awards.

FIRM OR CORPORATE NAME \_\_\_\_\_

DATE OF SIGNING \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

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V. ADDITIONAL INFORMATION (OPTIONAL)

Describe any other actions taken which show that all employees are recruited, hired, trained, and promoted without regard to their race, religion, color, sex, or national origin. Use separate sheet if additional space is required.

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DESCRIPTION OF OCCUPATIONAL CATEGORIES

Officials, managers and supervisors - Occupations requiring administrative personnel who set broad policies, exercise over-all responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes officials, executives, middle management, plant managers, department managers and superintendents, salaried foremen who are members of management, purchasing agents and buyers, and kindred workers.

Professionals - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, physicians, social scientists, teachers, and kindred workers.

Technicians - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes draftsmen, engineering aids, junior engineers, mathematical aids, nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians, (medical, dental, electronic physical sciences), and kindred workers.

Sales workers - Occupations engaging wholly or primarily in direct selling. Includes advertising agents and salesmen, insurance agents and brokers, stock and bond salesmen, demonstrators, salesmen and sales clerks and kindred workers.

Office and clerical - Includes all clerical type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included. Includes bookkeepers, cashiers, collectors (bills and accounts), messengers and office boys, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

Craftsmen (Skilled) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgement and usually receive an extensive period of training. Includes the building trades hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

Operatives - (Semi-Skilled) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

Laborers (Unskilled) - Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require no independent judgement. Includes garage laborers, car washers and greasers, gardeners (except farm) and groundskeepers, longshoremen and stevedores, lumbermen, raftsmen and wood choppers, laborers performing lifting, digging, mixing, loading, and pulling operations, and kindred workers.

Service workers - Workers in both protective and nonprotective service occupations. Includes attendants (hospital and other institution, professional and personal service), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, firemen and fire protection, guards, watchmen, and doorkeepers, stewards, janitors, policemen and detectives, porters, waiters and waitresses, and kindred workers.

Apprentices - Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with federal or State agency.

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**POLICY STATEMENT**

THE CITY OF CANTON, OHIO IN CONFORMANCE WITH LOCAL, STATE, AND FEDERAL REGULATIONS REQUIRE EACH EMPLOYER, CONTRACTOR, AND MATERIAL SUPPLIERS WORKING CITY PROJECTS TO BE SIGNATURES OF THE FOLLOWING STATEMENTS:

1. IT IS THE POLICY OF \_\_\_\_\_ THAT EQUAL EMPLOYMENT OPPORTUNITY BE AFORDED TO ALL QUALIFIED PERSONS WITHOUT REGARD TO RACE, RELIGION, SEX OR NATIONAL ORIGIN.
2. IN SUPPORT OF THIS DOCUMENT \_\_\_\_\_ WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT BECAUSE OF RACE, RELIGION, COLOR, SEX OR NATIONAL ORIGIN.
3. THE \_\_\_\_\_ WILL TAKE AFFIRMATIVE ACTION TO INSURE THAT APPLICANTS ARE EMPLOYED AND THAT EMPLOYEES ARE TREATED DURING EMPLOYMENT WITHOUT REGARD TO THEIR RACE, RELIGION, COLOR SEX OR NATIONAL ORIGIN. SUCH ACTION WILL INCLUDE BUT NOT BE LIMITED TO:  
RECRUITMENT, ADVERTISING OR SOLICITATION FOR EMPLOYMENT, HIRING, PLACEMENT, UPGRADING, TRANSFER OR DEMOTION, SELECTION FOR TRAINING INCLUDING APPRENTICESHIP RATES OF PAY OR OTHER FORMS OF COMPENSATION, LAYOFFS OR TERMINATION.
4. THE OF \_\_\_\_\_ WILL MAKE EVERY EFFORT TO COMPLY WITH MINORITY UTILIZATION GOALS AS FOLLOWS: (9%) NINE PERCENT MINORITIES IN WORKFORCE ON THIS JOB, (6.9%) SIX POINT NINE PERCENT FEMALE UTILIZATION ON THIS JOB, (10%) TEN PERCENT OF CONTRACT AMOUNT EXPENDED WITH MINORITY BUSINESS ENTERPRISES.
5. THE OF \_\_\_\_\_ SHALL REQUIRE EACH SUB-CONTRACTOR WE HIRE ON THIS PROJECT TO ADHERE TO, SIGN, AND RETURN THIS STATEMENT TO THE CITY.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Signature and Title of Company Officer)